



## Equivalency Information

Equivalency to an academic degree shall include the same depth of knowledge in the discipline and breadth of general education that is required for the degree to meet the minimum qualifications. Equivalent preparation for employment shall be considered under any one category or any combination of the categories listed below:

- a) Degree in related field with equivalent course work in the required discipline as indicated by transcripts and/or thesis subject.
- b) Equivalent degrees from foreign universities (as determined by an agency selected by Cabrillo College).
- c) Course work at an accredited institution of higher education AND state-approved continuing education units applicable for maintaining licensure AND/OR an internship for licensure AND/OR equivalent professional or work experience AND/OR equivalent verifiable accomplishments of eminence in the discipline including but not limited to: publications, research, seminars, creative works, professional performances or exhibitions, honors or awards.



**CABRILLO COMMUNITY COLLEGE DISTRICT  
SUPPLEMENTAL APPLICATION FOR EQUIVALENCY DETERMINATION**

**For the position of:**

**Applicant's name:**

**Instructions:**

The information requested below is required of all candidates not holding the stated minimum qualifications, who are seeking consideration on the basis of equivalency. The criteria for establishing equivalency are listed below. Candidates making application under the equivalency basis shall submit this supplement as well as all other materials specified under "Application Procedure" on the job announcement. References to resumes and material other than additional sheets required to complete this form will not be acceptable.

**Equivalency Criteria:**

Equivalency to an academic degree shall include the same depth of knowledge in the discipline and breadth of general education that is required for the degree to meet the minimum qualifications. Equivalent preparation for employment shall be considered under any one category or combination of the categories listed below:

- a. Degree in related field with equivalent course work in the discipline as indicated by transcript and/or thesis subject.
- b. Equivalent degrees from foreign universities (as determined by an agency selected by Cabrillo College).
- c. Course work at an accredited institution of higher education **AND** state-approved continuing education units applicable for maintaining licensure **AND/OR** an internship for licensure **AND/OR** equivalent professional or work experience **AND/OR** equivalent verifiable accomplishments of eminence in the discipline including but not limited to: publications, research, seminars, creative works, professional performances or exhibitions, honors or awards.

**Please complete:**

1. List all academic preparation that should be considered to determine equivalency. Please be specific regarding the institution, course titles, unit value, level of course work (graduate, upperdivision, etc.) and to which degree(s) it is equivalent. Transcripts and copies of course descriptions should also be attached. *If selected, it is the responsibility of the candidate to provide official transcripts, diplomas, degrees or other documents as required. Foreign transcripts must be translated to determine equivalency to U.S. standards. Any fee for such translation is paid by the applicant.*

2. List all relevant professional/work experience that should be considered to determine equivalency. Please give a detailed description of the duties performed.
  
3. List any other relevant accomplishments that should be considered to determine equivalency. (This could include, but would not be limited to research, publications, seminars, professional performance or exhibition, honors or awards, etc.)
  
4. List specialized skills, knowledge and abilities that should be considered to determine equivalency.
  
5. List relevant memberships, internships, licensure, certifications and/or organizational activities that should be considered to determine equivalency.
  
6. List the name, address and phone numbers of 3 references who will attest to your education, experience and knowledge being equivalent to the minimum qualifications.
  
7. Please write a narrative synopsis (*not to exceed one page*) of your education and experience that illustrates possession of qualifications that are at least equivalent to the stated minimum qualifications.

I certify that to the best of my knowledge the foregoing statements are complete, true and correct. If employed, I understand that I may be subject to dismissal if they are found to be untrue or incorrect.

Signature

Date